

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-156

OPEN TO:	In-House Candidates Only	OPENING DATE:	May 18, 2010
POSITION:	Visitor Bureau Assistant , FSN-7; FP-7*	CLOSING DATE:	May 31, 2010
POSITION NO:	I-52568		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$37,351 p.a. (Starting salary) (Position Grade: FP-7 to be confirmed by Washington) *Ordinarily Resident: Rs.593,588 p.a. (Starting salary) (Position Grade: FSN-7)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Visitor Bureau Assistant in the General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent assists Visitor's Bureau Supervisor with VIP visit logistics (lodging, motorcade, expeditor services, events, control/hospitality room set-up, etc.). Incumbent also coordinates TDY Quarters and VIP Suite reservations for US Embassy with USEA hotel manager. Administers reservations received via email and telephone for visitors coming TDY to US Embassy Islamabad. Coordinates closely with GSO Travel and Motor pool on VIP visits for airport expeditor services and motorcade support. Assists in short and long term planning for VIP/TDY visits to recommend effective use of mission resources. Performs various related administrative office duties as assigned. Works closely with USEA staff on TDY Quarters issues. Performs quality monitoring and assurance of TDY Quarters and VIP suites to include requesting make-readies, offering suggestions for improvements, performs spot checks of lodging facilities and maintains strong correspondence between USEA hotel management and embassy to ensure all guests have a good experience. Coordinates with Facilities Maintenance and USEA for work performed inside the lodging facilities. Assists Visitor's Bureau Supervisor and Visitor Clerk with other VIP visit tasks as necessary and acts as the back-up to the Visitor Clerk.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Minimum three years of experience in administration, management, logistics, or related field is required.
- 3. LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking of English and Urdu is required.
- 4. KNOWLEDGE:** Incumbent must have knowledge of customer service. Must have a good knowledge of general office operations. Incumbent must be computer literate in MS Office Professional Suite, particularly strong in Excel, and have a good typing speed is required. Must be able to learn new computer software and databases as necessary.
- 5. ABILITIES & SKILLS:** Must have good written and oral communication skills. Discretion in dealing with sensitive information, strong organizational, analytic, and planning abilities are required. Must be able to function effectively in stressful environment, making sound recommendations based on ability to anticipate problems. Strong administrative skills (e.g. making notices, email correspondence) is required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff or Family Member) on the following GPO address or email at HROIslamabad@state.gov. To see all open advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

SUBMIT FILLED DS-174 TO

Human Resources Office
U.S. Embassy Islamabad
P.O. Box 1048, GPO
Islamabad.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 31, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.